

FINAL PLAT / MINOR SUBDIVISION PLAT CHECKLIST	
Project Name:	Map #:                  Group:                  Parcel #:
Contact Person:	PC File Number:

The Final Plat checklist is designed to assist applicants with identifying the information that must be included on all Final Plat applications. Initial submittals must include a completed Planning Commission Application Form, a completed checklist, and nine (9) folded copies of the Final Plat documents by 4:30 PM on the submittal deadline. If you are unsure of any item listed on this checklist, please refer to the Zoning Ordinance or Subdivision Regulations for additional information about the requirements. If a checklist item does not apply to your application, please note in the box next to the item that it does not apply "N/A". Otherwise, please clearly mark each box in the checklist to indicate that the required information has been provided. If you have any additional questions, please contact the Planning Division staff member assigned to your application.

- ① **Construction plans must be approved by the Engineering Division before a final plat can be placed on the Planning Commission agenda**
- ① **Construction plans must be approved by the Public Utilities Department before a final plat may be submitted for Planning Commission signatures and recording**
- ☐ Date of pre-application meeting with Staff  
Date: \_\_\_\_\_  
Staff Member: \_\_\_\_\_
- ☐ Agent letter if application not signed by the property owner
- ☐ Label title of subdivision
- ☐ Show north arrow
- ☐ Scale – no smaller than 1 inch to 200 feet
- ☐ Provide location map of the property
- ☐ Professional seal of surveyor or certified designer
- ☐ Provide Site Data Table listing:
  - ☐ Title of subdivision
  - ☐ Property owner name and address
  - ☐ Property location/address
  - ☐ Tax Map and Parcel number(s)
  - ☐ Name and address of person preparing plat
  - ☐ Date of preparation,
  - ☐ Existing zoning of property
  - ☐ Proposed use of property
  - ☐ Typical yards and setbacks
  - ☐ Existing and proposed use of the property
  - ☐ Other applicable bulk regulation information.
- ☐ Plat must show relationship of subdivision to streets, railroads and water courses within one-half (1/2) mile
- ☐ Label distance and bearing of one original corner of the boundary of the subdivision
- ☐ Label location and dimensions of property boundary lines for existing and proposed lots to the nearest hundredth of a foot
- ☐ Show and label minimum yard lines and building setbacks on all lots
- ☐ Label names of adjoining property owners and names of adjoining developments
- ☐ Label zoning of surrounding properties
- ☐ Label and show rights-of-way and pavement width of existing and proposed streets
- ☐ Label location and description of all existing and proposed easements – including but not limited to, public utility and drainage easements, landscape easements, access easements, etc.
- ☐ Label location of existing physical features: roads, railroads, buildings, cemeteries, drainage ways, bridges, utility lines
- ☐ Label location of open space, required buffer yards, landscape easements, and proposed parks
- ☐ Label location of areas subject to flooding, any applicable Base Flood Elevation (BFE) for each lot and provide FEMA floodplain note
- ☐ Provide street names and certification of approval by the Engineering Division and E911
- ☐ Show location of accessory off-street parking areas
- ☐ Provide lot numbers and addresses for all lots
- ☐ Label location of fire hydrants
- ☐ Show location of proposed signs, if any
- ☐ Label location and details of sewage disposal areas and location of existing and proposed wells
- ☐ Provide copy of proposed restrictive covenants
- ☐ Submit digital file for all plats prepared using Computer Aided Drafting and Design (CADD)
- ☐ Provide Certificates of Endorsement:
  - ☐ Ownership and Dedication
  - ☐ Accuracy – Surveyor (Do not place seal over certificate)
  - ☐ Water and Sewer or Septic Approval
  - ☐ Approval for Bonding of Roads (City Engineer if inside city limits or County Road Superintendent if outside city limits)
  - ☐ Common Area Dedication
  - ☐ Planning Commission Approval
  - ☐ Certificate of Staff Approval (Only for minor subdivision plats containing 2 lots or less)

Note: Late applications, or applications determined to be deficient or incomplete, will not be eligible to be placed on the Planning Commission agenda. Corrected application documents must be resubmitted to the Planning Division by the initial submittal deadline for the next regularly scheduled Planning Commission meeting.